

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Availability of Grant Funds**

FY16 Commonwealth Firearms Assessment Study

Legislation-8000-1002

Pursuant to funds appropriated in Chapter 119 of the Acts of 2015, the Executive Office of Public Safety and Security (EOPSS) is pleased to announce the availability of grant funds (AGF) for a research university meeting the criteria as detailed in the legislative language below:

... For a study evaluating the implementation of chapter 284 of the acts of 2014 to be administered by the executive office of public safety and security and carried out by a research university with a school of criminology or criminal justice located in the commonwealth; provided, that the study shall include but not be limited to: (i) an evaluation of new firearm licensing procedures; (ii) an evaluation of the efficacy of new requirements related to background checks for guns sold at gun shows or private sales; (iii) the success of new suicide prevention initiatives; (iv) an investigation of whether new license renewal procedures impact delays; (v) assessing the extent of firearm tracing; and (vi) reporting on improvements to schools' safety plans in public school districts; provided further, that the analysis shall include a qualitative component consisting of interviews with law enforcement officials, representatives from the executive office of public safety and security, gun dealers, representatives from the Gun Owners' Action League, Inc. and school officials, among other key stakeholders; and provided further, the study shall also include a quantitative component consisting of collection, analysis and reporting of key data related to background checks, firearm license renewal processing, school safety plan updates and other related measures.

Purpose

The intent of this opportunity is to make funding available for a comprehensive firearms assessment study, evaluating the implementation and effectiveness of chapter 284 of the acts of 2014.

Key Dates

Application Posted on or about: **Friday, May 6, 2016**

Application Deadline: **Friday, May 20, 2016 (by 4:00 p.m.)**

Anticipated Award Announcement on or about: **Tuesday, May 31, 2016**

Anticipated Grant Period: **June 2016 – May 2017**

Applicant Eligibility

Pursuant to the language in the appropriation, only a research university with a school of criminology or criminal justice located in the Commonwealth is eligible to apply.

Award Amount

The maximum amount of funding available for this 12-month award is \$150,000.00. Only one grant award will be made available under this grant competition.

Program Narrative

The program narrative section of the application should not exceed 12 double-spaced pages in 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 12-page limit for this section.

The program narrative should be written as a research proposal that provides the Executive Office of Public Safety and Security with a detailed description of the project you are going to undertake. Included in this section should be an attempt to clearly describe the competency and expertise of your research institution pertaining to the subject matter, staff to be assigned to this project, any research previously conducted and published as it relates to this subject, etc.

This section should also explain your research plan, primary and secondary resources to be used, methods and justification, any limitations that need to be noted, etc.

At a minimum, an applicant seeking funding must acknowledge how the following will be addressed and incorporated into the research design and plan being proposed as it pertains to the Commonwealth of Massachusetts:

- an evaluation of new firearm licensing procedures;
- an evaluation of the efficacy of new requirements related to background checks for guns sold at gun shows or private sales;
- an evaluation of the success of new suicide prevention initiatives;
- an investigation of whether new license renewal procedures impact delays;
- an assessment of the extent of firearm tracing; and
- a report on improvements to schools' safety plans in public school districts.

Per legislative language, any applicant seeking funding must also propose to and describe how it will include a qualitative component consisting of interviews with law enforcement officials, representatives from the Executive Office of Public Safety and Security, gun dealers, representatives from the Gun Owners' Action League, Inc., school officials, and other relevant key stakeholders.

In addition to describing the qualitative research to be conducted, an applicant must include a quantitative component consisting of collection, analysis and reporting of key data related to background checks, firearm license renewal processing, school safety plan updates and other related measures.

How to Apply/Application Requirements

1. Complete Attachment A (Application Template)

Please complete all sections of the Application Template-Attachment A. Sections include:

- Cover Page
- Program Narrative/Project Design
- Timeline/Plan
- Budget Detail and Narrative

Note: An application will be invalid and will not be considered for funding if submitted without an original signed and dated signature on Attachment A (Application Template, page 1.) from an authorizing official/representative of the university.

2. Complete Attachment B (Excel Budget Spreadsheet)

An Application Template (Attachment A) must be accompanied by a completed Attachment B (Excel Budget Spreadsheet). Please complete the summary and detail for all proposed costs. The worksheet labeled "Budget Summary" will automatically be updated as the proposed costs are added to the second worksheet, labeled "Detailed Budget." Additional instructions are provided within the attachment.

The table below lists and defines the allowable cost categories for this funding opportunity.

Allowable Budget Cost Categories	Explanation of Allowable Costs
Personnel	Full or part-time regular salaried employees working on the grant.
Fringe	Based on federally negotiated rate agreement or established formula by sub-recipient's accountant, comptroller or human resource unit. Costs are limited to the employer's share of life insurance, health insurance, social security, pension, unemployment and workers compensation costs. <ul style="list-style-type: none"> • Include copy of approved or audited rate with the application. • If applicant does not have a federally approved or audited rate, actual known costs <i>must be itemized</i> by type and include rate computations in this section of the budget forms.
Contract/Consultants	Consultant or Contractor fees incurred must be directly associated with the purpose of this opportunity. Any sub-contracts made should be competitive and adhere to the procurement policy practices of the university. <ul style="list-style-type: none"> • The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour.
Local Travel	Travel directly related to the purpose of the grant. <ul style="list-style-type: none"> • In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.45 per mile, as well as the actual costs of tolls and parking.
Equipment	Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Supplies	General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other	Costs listed in this category may include direct costs relevant to the proposed project and/or organization that cannot be listed within the aforementioned cost categories.

Unallowable Costs

No grant funds may be spent for the following:

- Food or beverages for programming, trainings, conferences or staff meetings;
- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive);
- Construction, office furniture, vehicles or other like purchases; and
- Out of state travel.

3. Complete Attachment C (Contractor Authorized Signatory Listing Form)

The signature authorizing official for the applicant seeking funding must complete Attachment C as instructed, sign and return with all the other required documents requested. Please include any staff that will have authority to sign grant related documents on the authorizing official's behalf if awarded this grant. Document types include contract related award documents, quarterly reporting forms, etc.

Questions pertaining to this grant opportunity and application process should be submitted electronically via email to: kevin.stanton@state.ma.us. EOPSS/OGR staff will respond to all inquiries.

Grant Review Process

EOPSS intends to carry out a fair and transparent competitive process for reviewing all applications. This process will be facilitated by the Office of Grants and Research and approved by the Executive Office of Public Safety and Security.

Notification of Awards

Awards will be approved by the Executive Office of Public Safety and Security. It is anticipated that award announcements will be made on or about May 31, 2016.

Payment

Upon successful completion of all grant related award documents, funding will be disbursed to the sub-recipient when the Commonwealth Standard Contract form is signed and dated by the Executive Director, Office of Grants and Research.

Post-Award General Grant Compliance

Sub-recipients must abide by the grant requirements below as well as in addition to all OGR Sub-recipient Grant Conditions which will be provided at the time of contracting.

1. *Grants Management*

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other federal, state or local funding sources.
- All costs paid with grant funds must be direct and specific to the implementation of the grant funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

2. *Procurement*

- Sub-recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the award, shall include the provisions of the OGR standard sub-grant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR for the sub-recipient grant folder once an award is made.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

3. *Other Requirements*

- In addition to the previous requirements, sub-recipients will be required to agree to and abide by all state and/or federal rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR sub-grant conditions must be signed and dated at the time an award is made.
- A sub-recipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for criminal justice purposes.
- When equipment is no longer needed for criminal justice purposes, a State shall dispose of equipment (for both the State and sub-recipients), in accordance with State procedures, with

- no further obligation to the awarding agency.
- Sub-recipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to the EOPSS.

Reporting Alleged Waste, Fraud and Abuse

It is the responsibility of the sub-recipient to report alleged Waste, Fraud or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with legislative statutes, related laws and regulations, appropriate guidelines for purposes of the grant. Reports should be made to the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
John W. McCormack State Office Building
One Ashburton Place, Room 1311
Boston, MA 02108
800-322-1323
MA_OIG@maoig.net

Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

Submission Checklist/Helpful Hints

Mail one complete original *signed* hard copy of **Attachment A** (Application Template) and one additional copy.

The following additional attachments must be submitted with the **Attachment A** (Application Template):

- **Attachment B**-Excel Budget Worksheets (Budget Summary and Detail); and
- **Attachment C**-Contractor Authorized Signatory Listing form.

Applications submitted without an original signature, by fax or after the submission deadline, will not be reviewed for funding.

Applications must be received no later than 4p.m. on **Friday, May 20, 2016** and mailed to:

**Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116
Attention: Kevin Stanton**

If you have questions regarding this AGF, please email inquiries to: kevin.stanton@state.ma.us